

## **SUSTAINABILITY COMMUNITIES POLICY STATEMENT**

### **Approach to supporting corporate strategic priorities of up skilling local workforce, creating local employment opportunities, providing apprenticeships and other training opportunities.**

The EFT Group is committed to promoting sustainable development and we believe we can contribute to aspirations by making a difference to the local community in which we deliver our services. The following are examples of how we will contribute to corporate and social responsibility.

We recognise the need to attract, recruit and retain motivated people using a fair and consistent approach to allow us to be an employer of choice.

EFT's recruitment process is based on our quality procedures so that a consistent approach is maintained across the Company and ensures compliance with all legal requirements. It also ensures that all managers and supervisors who are involved in bringing people into the organisation are aware of the importance of getting it right and what they need to do to recruit people. EFT has a robust procedure in respect of vetting and licensing of staff in accordance with BS7858 (Vetting and Screening) prior to working on any site in accordance with the requirements of the Private Security Industry Act 2001, and more recently Disclosure and Barring (DBS).

Our recruitment approach is as follows:

- Job Centre Plus
- Specialist Recruitment Agencies
- Publications - local press & industry journals
- Schools/colleges
- Connexion Partnership services
- Staff Referrals
- Internal recruitment and promotion

### **EFT Group – Employment and Skills Pledge**

EFT will consider ways our service can create new employment opportunities and stimulate business opportunities locally by:

- Fair recruitment practices offering opportunities for all, including employees working within the supply chain. Value creation by offering training initiatives, apprenticeships and skills development to individuals for all ages and businesses
- Offering opportunities to contribute to the wider economic value of the area by developing a diverse business base and a diverse, skilled work force
- Actively encourage local firms to compete for subcontract work (CEEQUAL)
- Sourcing locally available materials
- Develop diversity and equality initiatives to encourage small firms, ethnic minority businesses, social enterprise and voluntary and community sector suppliers
- Training: jointly train our staff in equality, diversity and inclusion
- As a partnership we can demonstrate positive commitment by interviewing and recruiting disabled people by signing up to the Job Centre Plus Two Ticks symbol.

### **Local Benefits**

- EFT commit to adopting the 'proximity theory' whereby, wherever reasonably practicable, we recruit new staff from within the community in which they are most likely to be employed. The Company is committed to valuing and promoting diversity and opportunity in all areas of recruitment, employment, training and promotion. The Company will work towards an environment that is based on

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- merit and inclusiveness, where all employees can develop their full potential, irrespective of their race, gender, marital status, age, disability, religion or sexual orientation.
- The Company is fully committed to the elimination of unlawful and unfair discrimination and values the differences that a diverse workforce brings to the organisation.
- All employees are responsible for the promotion and advancement of this policy. Behaviour, actions or words that transgress the policy will not be tolerated and will be dealt with in line with the Company's disciplinary policy.

### Workforce Development

- EFT recognises that the induction process and on-going staff development is key to welcoming and retaining staff to the organisation.
- One of our current business development initiatives is to achieve 'Investors in People' accreditation which will formalise our arrangements in respect of on-going training for all of our employees. Our staff training policy ensures that we have sufficient reserves of trained and competent staff within each job set in order to meet the needs of the contracts we are working on but also allows the personal development of all our people, enabling them to be efficient and effective workers, competent in their particular profession or skill.
- Training needs will be identified through the annual appraisal system which identifies individual needs in order for staff to achieve their own personal targets and to ensure that our members of staff are proficient in the competencies identified. We will ensure that all training adds value to EFT and that of our clients' businesses.

### Qualifications and Experience

- We are fully committed to ensuring all employees have access to tools to develop a broad range of knowledge and skills, enabling them to take ownership and drive their personal development.
- Learning can take place initially through a college course and then training is either provided through visits to manufacturers' factories and/or the opportunity to go on site with the manufacturer.
- Initial induction programmes are provided for all key roles, followed by training with customer relations, good practice, and management development where appropriate.
- We encourage continuous staff training and development both on site and within our offices. In order for our staff to keep on track with advances in technology, training and development plays a key part in the success of our business.
- We currently have several employees who are on apprenticeship programmes with us, and several who have completed their apprenticeships and are now fully qualified engineers. All of our engineers are trained to the highest standard of City and Guilds qualification at college and are provided with continuous on and off-site training, including demonstrations and training on new and upcoming equipment and systems.
- We include provisions for training courses in our yearly budget, and actively seek any local funding that may well be available to assist us with any of our training and development needs.
- All our engineers are trained to the highest standards in City & Guilds 1 & 2.
- Induction training for new employees, including those joining the Company for a short period includes:

Staff development will include the following initiatives:

- Site Level Training/Toolbox Talks
- Industry accredited courses
- Apprenticeship schemes
- Personal Performance Appraisal



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- Operative Skills and Performance Review
- Annual training programme
- External training courses
- Employee award schemes relating to corporate identity, performance and customer focus.

### EFT promise to:

- Ensure our recruitment policy is aligned to the requirements of the Security Industry Authority in respect of vetting and training
- Ensure that we are compliant with our transparent recruitment policy including our equal opportunity and diversity policy.

### Resource Continuity and Assurance

- EFT enjoys a committed workforce with little staff absence and a very low staff turnover. Many of our engineers have trained with us and are very much part of our family business.
- This provides the platform for working relationships to be developed and we will ensure that the engineers have ownerships of their own portfolio of buildings. This will further increase the user experience of our electrical maintenance service.
- Our contract managers are responsible for all human resource / personnel matters and will be supported by our Merseyside based HR Manager at our headquarters.
- This team will have the people skills, experience and knowledge to look after the welfare, training, development and HR interests of our team. They will treat each employee as an individual, helping them achieve their aspirations as this in turn will ensure the future success of the Company and the service level that we are able to provide you.
- Our policy is to create an environment in which our people want to be a contributing member of a successful team. We will look after their health and welfare, we will train them properly, and we will ensure that they are not expected to work in unsatisfactory conditions. We make every effort to ensure a balance between home and work life and ensure compliance with the Working Time Directive with regard to working hours and rest periods.

### How waste from sites will be reduced, reused and recycled

We recognise the impact that our operations can potentially have on the environment. We will work to ensure our operations are aligned so that we can make wider sustainable improvements whilst also producing community focused strategies.

We will comply and help to achieve business corporate sustainability targets and ensure compliance with the law with respect to waste management and recycling.

The environmental impact of our operations is monitored at Company, contract and site levels across all of our work streams. With monitoring in place, we then initiate actions to reduce environmental impact, such as route planning and more energy efficient engines.

Through the EMS we are able to demonstrate our commitment to effective environmental management whilst also ensuring environmental legal compliance. In addition, it allows us to:

- Develop systems continuously to achieve client environmental aspirations
- Ensure we are framework leaders in managing the environment
- Demonstrate commitment to environmental best practice

It is our intentions at all times to build a supply chain within the locality within which we operate. We commit therefore to establishing fully developed supply chains within the geographical area in which we are operating. For example, our current nearest supplier is just 4 miles away from our control centre. If we were awarded work across the region, we would identify appropriate supply chain provisions within that area,

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which both supports the local area and reduces our carbon footprint. Any sub-contractors will operate to our stringent standards using developed programmes and quality plans.

EFT recognises that all the products and services we procure have both environmental and social impacts and is committed to addressing these through our procurement procedures.

**At all times EFT will promote the philosophy of sustainable repair and reuse rather than dispose and replace.**

The primary way in which we can influence these impacts is through engaging with our supply chain. Therefore, the overall aims of our sustainable procurement policy are to:

- Provide a framework for bringing environmental and social criteria into procurement decisions.
- Seek assurance from our suppliers and contractors that the environmental and social impacts of the products and services we procure have been minimised.

We endeavour to achieve this by:

Complying with all relevant current statutory regulations that impact on purchasing, and requiring that suppliers and contractors, and their supply chains, do the same. Also, giving a preference to procuring environmentally sustainable materials and services which:

- Minimise climate change impacts.
- Minimise ecological damage, such as loss of habitats and biodiversity.
- Minimise the depletion of non-renewable resources.
- Re-use, recycle, refill, recharge and recondition.
- Ensure, where possible, all purchased goods have a recycled content.
- Have a low embodied energy/high Green Guide to specification rating.
- Reduce water use.
- Are accredited to a recognised environmental standard.
- Gives a preference to procuring materials and services which are ethically sourced. For those goods and services being sourced from developing countries, we expect suppliers to demonstrate that minimum supply chain labour standards have been met.
- Uses local suppliers and contractors to minimise the environmental impact associated with transportation and to support the local economy, as appropriate.
- Encourages all suppliers and contractors to have a health & safety policy and health and safety management system in place.
- Encourages all suppliers and contractors to have an environmental policy and an environmental management system in place.
- For small companies, encourage the adoption of environmental policies which lead to improved environmental performance.
- Continues to work with our suppliers to explore the challenges and opportunities associated with sustainable procurement.

### **Minimising carbon emissions and sustainable contract delivery**

EFT acknowledges the impact that our operations may potentially have on the environment. The clear objective of EFT is to minimise any impact on the environment by maximising the sustainability of our service by:

- Provide a framework for bringing environmental and social criteria into procurement decisions.
- Seek assurance from our suppliers and contractors that the environmental and social impacts of the products and services we procure have been minimised.
- Complying with all relevant current statutory regulations that impact on purchasing and requiring that suppliers and contractors (and their supply chains) do the same.

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- Giving a preference to procuring environmentally sustainable materials and services which:
  - Minimise climate change impacts and ecological damage, such as loss of habitats and biodiversity.
  - Minimise the depletion of non-renewable resources.
  - Re-use, recycle, refill, recharge and recondition.
  - Ensure, where possible, all purchased goods have a recycled content.
- Intelligent route optimisation to reduce our carbon footprint and thereby increasing our efficiency and effectiveness. All our vans are fitted with tracking devices, reducing unnecessary mileage and we can monitor their driving habits to ensure they are driving in accordance with our fuel-efficient driving policy.
- Our use of PDA's integrated without IT led contract administration provides field base efficiencies and reduces our paper-based systems.
- Preventing pollution, reducing waste and ensuring that measures are implemented to protect and preserve natural habitats, flora and fauna.
- Considering the effects that our operations may have on the local community.
- Promoting environmental awareness amongst our suppliers, contractors and partners by implementation of operational procedures.
- Seeking to work in partnership with the community by behaving in a considerate and socially responsible manner.
- Ensuring effective and expedient incident control, investigation and reporting.

**EFT is a business committed to continuously improving economic and environmental standards, whilst providing cost effective, sustainable solutions to your requirements. We commit to working with you to help you achieve your carbon reduction targets.**



Signed on behalf of the Board of Directors:

Position: **CEO**

Date: 01/01/2021